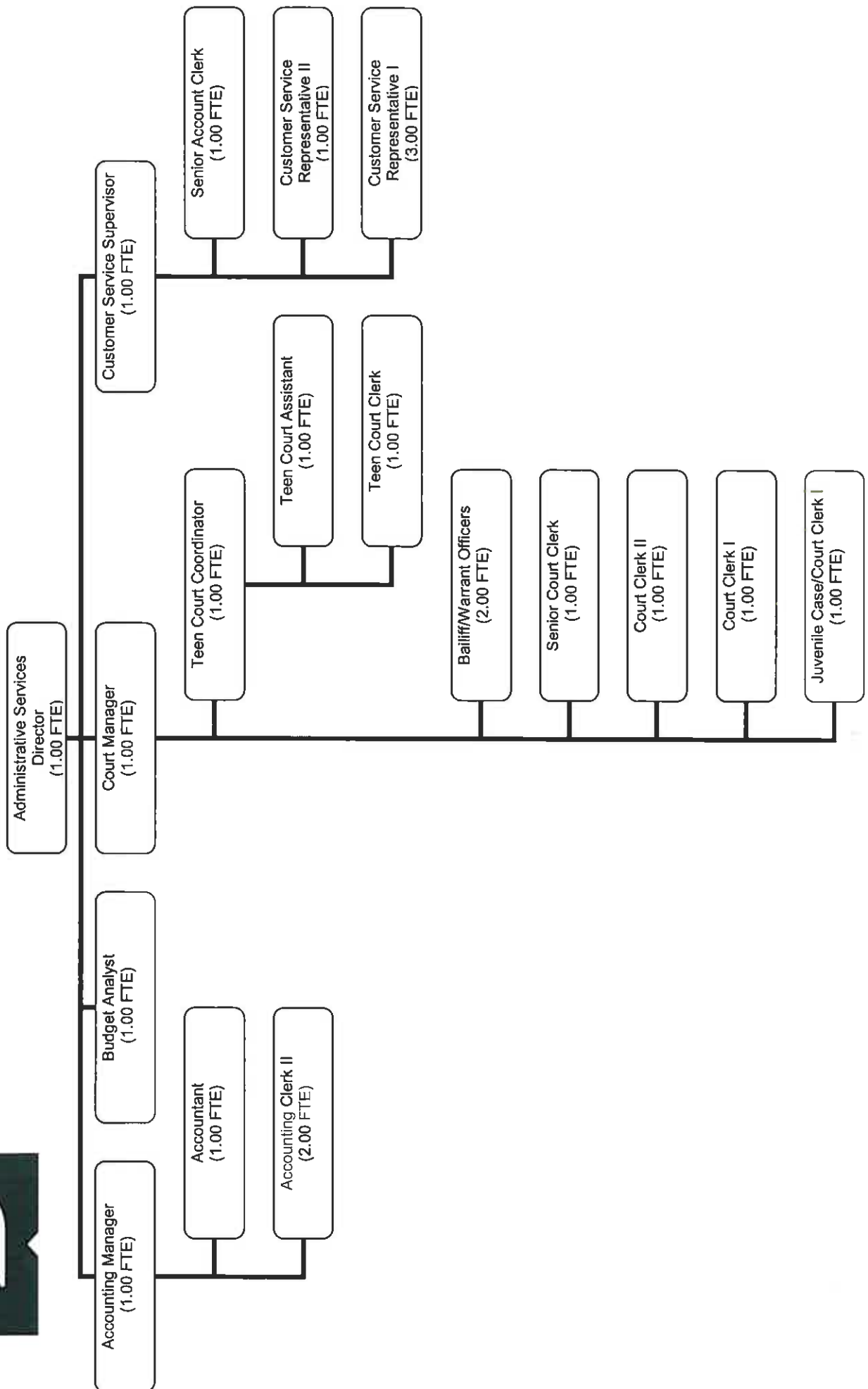


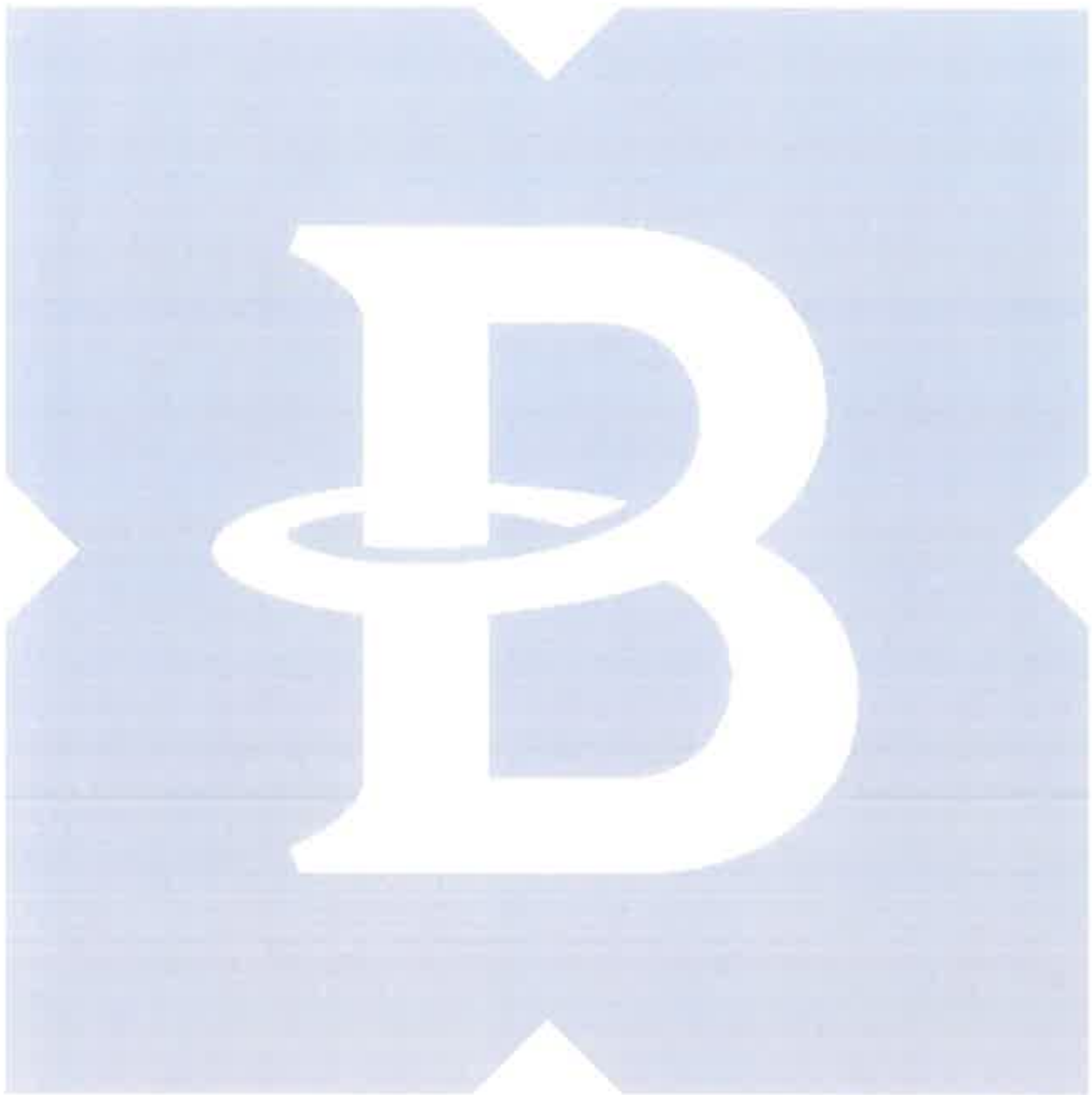


# City of Bedford

## Administrative Services Organization Chart

### FY 2011-2012

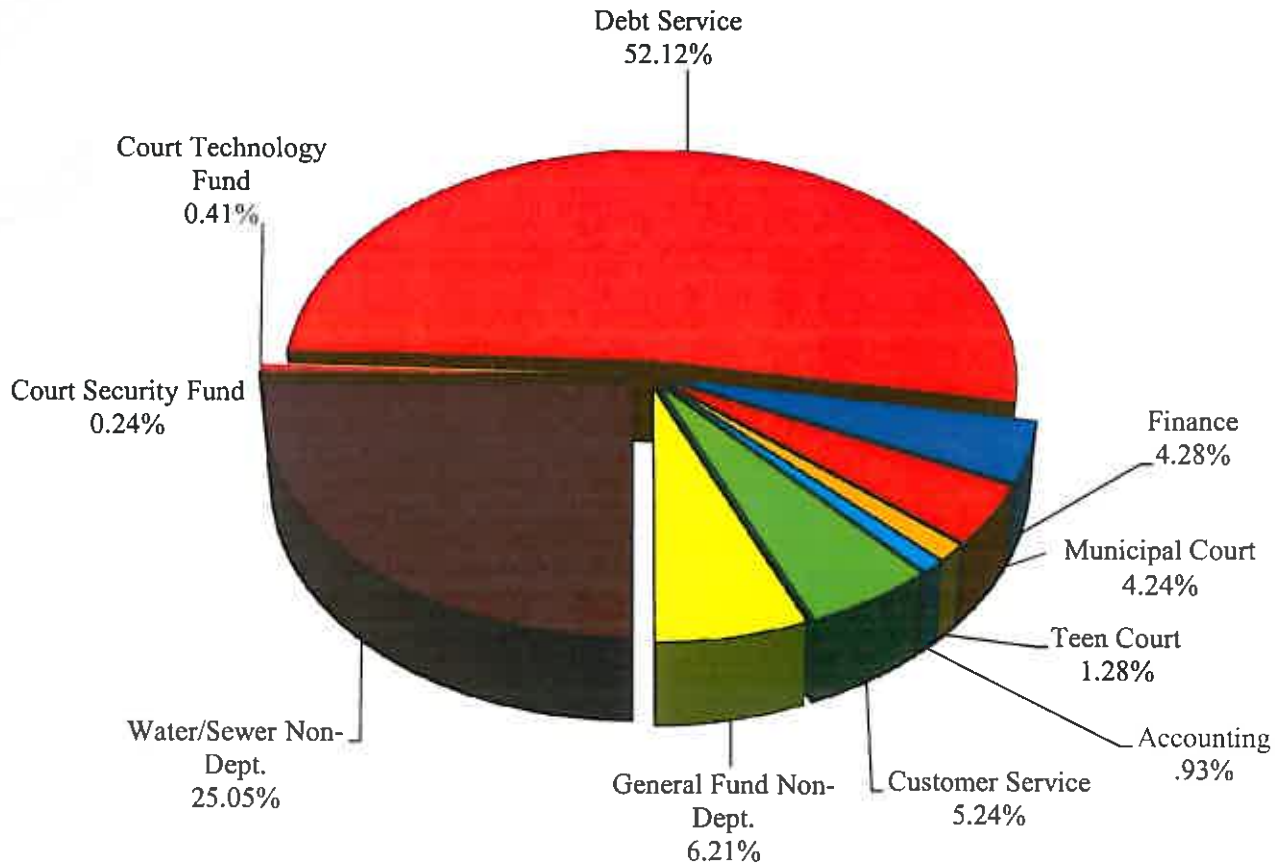






# ADMINISTRATIVE SERVICES

**Total Expenditures  
\$12,737,184**



DIVISION	ACTUAL 09-10	BUDGET 10-11	BUDGET 11-12	REQUESTS 11-12	BUDGET 11-12
Finance	\$ 533,611	\$ 519,062	\$ 545,239	\$ -	\$ 545,239
Municipal Court	\$ 543,678	\$ 532,313	\$ 539,690	\$ -	\$ 539,690
Teen Court	\$ 153,688	\$ 162,484	\$ 162,886	\$ -	\$ 162,886
Gen'l Fund Non-Dept.	\$ 2,553,905	\$ 794,330	\$ 791,366	\$ -	\$ 791,366
Accounting	\$ -	\$ -	\$ 118,478	\$ -	\$ 118,478
Customer Service	\$ 875,800	\$ 855,351	\$ 667,365	\$ -	\$ 667,365
Water/Sewer Non-Dept.	\$ 3,313,761	\$ 2,824,275	\$ 3,190,601	\$ -	\$ 3,190,601
Court Security Fund	\$ 28,682	\$ 35,000	\$ 30,000	\$ -	\$ 30,000
Court Technology Fund	\$ 52,925	\$ 69,662	\$ 13,510	\$ 39,170	\$ 52,680
Debt Service	\$ 6,401,207	\$ 6,750,231	\$ 6,638,879	\$ -	\$ 6,638,879
<b>TOTAL</b>	<b>\$ 14,457,257</b>	<b>\$ 12,542,708</b>	<b>\$ 12,698,014</b>	<b>\$ 39,170</b>	<b>\$ 12,737,184</b>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Finance

**PROGRAM DESCRIPTION**

The Finance Division is responsible for the oversight and management of the City's assets. The Division's activities include the areas of Payroll, Accounts Payable, EMS Revenue monitoring, Cash and Investment Management, Purchasing, Financial Reporting, Debt Management, Capital Financing, preparation of the Annual Program of Services (Budget), Quarterly Reports, coordination of the City's annual audit, preparation of the Comprehensive Annual Financial Report (CAFR), and overall banking relationships.

**GOALS AND OBJECTIVES**

To ensure safety and accountability for all City assets.

To establish and maintain an effective cash management program to maximize the return on the City's financial resources.

To continue to strengthen internal control procedures.

**FUTURE BUDGET ISSUES**

The future expansion of highway 183 poses an income threat to the business corridor of the City. This new highway expansion will commit a strain on the business community thereby limiting sales tax and permit revenues. This will be a major focus/concern we will face over the next few years. General Government income levels will be reduced thereby causing the city to use creative means to diversify its revenue structure to make up the difference, or reduce future operations, including but not limited to, staffing. Additionally, as technology continues to improve, the Finance department will have to focus on investing in new software that will address the inefficiencies of the existing product plus redirect staff in a more productive capacity.



City of Bedford  
Program Summary  
FY 2011-2012

**DEPARTMENT**

Administrative Services

**DIVISION**

Finance

**EXPENDITURE SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Personnel Services	\$ 302,371	\$ 318,865	\$ 306,613	\$ 301,351	\$ 317,226
Supplies	7,536	5,583	6,340	4,973	4,795
Maintenance	48	-	-	-	-
Contractual Services	169,637	165,642	167,255	173,380	178,518
Utilities	35,514	43,521	38,854	43,600	44,700
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 515,106</b>	<b>\$ 533,611</b>	<b>\$ 519,062</b>	<b>\$ 523,304</b>	<b>\$ 545,239</b>

**PERSONNEL SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00
Budget Analyst	0.00	0.00	0.00	1.00	1.00
Accounting Clerk II	2.00	2.00	1.00	1.00	1.00
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

\$	-
	-
	-
<b>\$</b>	<b>-</b>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Municipal Court

**PROGRAM DESCRIPTION**

The mission of the Bedford Municipal Court is to provide the City of Bedford with adjudication of Class C misdemeanor criminal laws within the city limits and warrant issuance/collection services. The Court has interactions with the Police Department and other agencies in the State of Texas. The Court also has the responsibility to remain educated and informed on all laws that pertain to the Municipal Courts of Texas and the impact the law will have on the City of Bedford and court functions. The Municipal Court is a court of record which has jurisdiction within the City of Bedford's territorial limits over all Class C misdemeanor cases brought under City ordinances and the Texas State Statutes. The Court is responsible for processing all Class C offenses and ordinance violations written within the City. This division processes all documentation in accordance with state law and judicial procedures. This includes: payment of fines and distribution of court costs into mandated state accounts and City of Bedford accounts, daily cash reconciliation, defendant correspondence, citation entry into MCRS, preparation and issuance of all Class C misdemeanor alias and copies warrants, filing of citizen complaints, scheduling of trial/court dockets, processing cash and surety bonds, handling all bond forfeitures, and filing of attorney motions. The Municipal Court is also responsible for all open records requests, discovery requests, and judicial open records requests.

**GOALS AND OBJECTIVES**

To provide outstanding public service to both internal and external customers.  
To provide a fair and impartial process to defendants and complainants.  
To keep all procedures and policies effective and up to date with legislative changes.  
To continue to provide training of personnel through the Texas Court Clerks Association, Texas Municipal Courts Education Center, and the Texas Commission on Law Enforcement Standards and Education.

**FUTURE BUDGET ISSUES**

The Municipal Court is currently maximizing the use of staff, supplies, and equipment; therefore any reduction in this budget would greatly impact the services that we provide to the community.



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Municipal Court

**EXPENDITURE SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
<b>Personnel Services</b>	\$ 423,340	\$ 418,649	\$ 416,028	\$ 416,421	\$ 421,875
<b>Supplies</b>	16,612	12,864	15,110	16,610	16,550
<b>Maintenance</b>	2,641	3,101	600	1,000	600
<b>Contractual Services</b>	116,651	108,170	99,475	102,134	99,665
<b>Utilities</b>	-	-	-	-	-
<b>Sundry</b>	762	894	1,100	1,100	1,000
<b>Capital Outlay</b>	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 560,006</b>	<b>\$ 543,678</b>	<b>\$ 532,313</b>	<b>\$ 537,265</b>	<b>\$ 539,690</b>

**PERSONNEL SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
Municipal Court Manager	1.00	1.00	1.00	1.00	1.00
Municipal Court Supervisor	1.00	0.00	0.00	0.00	0.00
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerk	2.00	3.00	0.00	0.00	0.00
Court Clerk II	0.00	0.00	1.00	1.00	1.00
Court Clerk I	0.00	0.00	2.00	2.00	1.00
Juvenile Case/Court Clerk I	0.00	0.00	0.00	0.00	1.00
Warrant Officer/Bailiff	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

\$	-
-	-
-	-
<b>\$</b>	<b>-</b>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Teen Court

**PROGRAM DESCRIPTION**

Teen Court is responsible for the management of the referral of youth offenders from the Hurst, Euless, and Bedford Municipal Courts. The defendants repay their debt to society by performing community service hours, jury terms, and any other classes specified in order to keep the offense (s) from appearing on their permanent record. While enrolled, the teen may be required to attend classes that address the offense (s) the teen was charged with in an effort to avoid recidivism and promote a healthy lifestyle the teens can emulate. The budget presents those expenditures required to effectively continuities level of service to the community while continuing to experience growth in the number of referrals. It also allows recognition of the volunteers and members of the Teen Court Advisory Board.

**GOALS AND OBJECTIVES**

To continue in developing and maintaining a staff of well trained teen and adult volunteers through general training, on-the-job experience and visits to law related events and facilities.

**FUTURE BUDGET ISSUES**

HEB Teen Court is funded by all three cities. If something were to happen and one or both of the cities (Hurst or Euless) were to pull out of the program we would lose funding and our statisits would go down. In the City of Bedford, we do not have a high school and have only two junior high schools which helps generate citations from the school resource officers. If we were to lose funding, or partial funding, the services that we currently provide would be limited or potentially non-existent.





City of Bedford  
Program Summary  
FY 2011-2012

**DEPARTMENT**

Administrative Services

**DIVISION**

Teen Court

**EXPENDITURE SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Personnel Services	\$ 141,903	\$ 148,096	\$ 153,449	\$ 156,722	\$ 154,201
Supplies	8,320	3,219	5,870	5,139	5,095
Maintenance	448	133	500	500	500
Contractual Services	1,175	2,240	2,665	2,210	3,090
Utilities	-	-	-	-	-
Sundry	191	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 152,037</b>	<b>\$ 153,688</b>	<b>\$ 162,484</b>	<b>\$ 164,571</b>	<b>\$ 162,886</b>

**PERSONNEL SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Teen Court Coordinator	1.00	1.00	1.00	1.00	1.00
Teen Court Assistant Coordinator	0.00	1.00	1.00	1.00	1.00
Teen Court Clerk	2.00	1.00	1.00	1.00	1.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

\$	-
	-
	-
<b>\$</b>	<b>-</b>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

General Fund-Non Departmental

**PROGRAM DESCRIPTION**

The Non-Departmental budget is designed to provide a means to budget expenditures that are typically not charged or associated with operating departments or divisions. The Administrative Services Department is responsible for managing and monitoring the expenditures.

**GOALS AND OBJECTIVES**

To maintain a level of funding for non-specific departmental usage in order to maintain operational needs.

**FUTURE BUDGET ISSUES**

As funds become tighter and tighter, usage of these funds will be monitored more closely. This will be another focus area Finance will review over the next few years. We have been working with a financial system that has run its course, and is very outdated. Many staff are having to work over time to manually key, report, pull data from the current system. With an upgraded system, we would be able to track items more efficiently, cut down on the paperwork outflow, keep up with contractual obligations, handle credit card processing fees, with greater efficiency, etc. and perform ad hoc reporting in a more timely manner. We would also like to have the system for users citywide for faster, uniformity, consistency, and much greater efficiency to benefit the city and the community in which we serve by providing a better tool of reporting information.



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

General Fund-Non Departmental

**EXPENDITURE SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
<b>Personnel Services</b>	\$ 25,000	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	7,261	4,400	1,500	3,297	2,750
<b>Maintenance</b>	-	-	101,365	101,365	101,365
<b>Contractual Services</b>	572,659	583,569	486,465	470,795	482,251
<b>Utilities</b>	-	-	-	-	-
<b>Sundry</b>	349,562	1,318,992	205,000	205,000	205,000
<b>Capital Outlay</b>	-	646,944	-	-	-
<b>TOTAL</b>	<b>\$ 954,482</b>	<b>\$ 2,553,905</b>	<b>\$ 794,330</b>	<b>\$ 780,457</b>	<b>\$ 791,366</b>

**PERSONNEL SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

\$	-
	-
	-
<b>\$</b>	<b>-</b>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Water/Sewer - Accounting

**PROGRAM DESCRIPTION**

The Finance Division is responsible for the oversight and management of the City's assets. The Division's activities include the areas of Payroll, Accounts Payable, EMS Revenue monitoring, Cash and Investment Management, Purchasing, Financial Reporting, Debt Management, Capital Financing, preparation of the Annual Program of Services (Budget), Quarterly Reports, coordination of the City's annual audit, preparation of the Comprehensive Annual Financial Report (CAFR), and overall banking relationships.

**GOALS AND OBJECTIVES**

To ensure safety and accountability for all City assets.

To establish and maintain an effective cash management program to maximize the return on the City's financial resources.

To continue to strengthen internal control procedures.

**FUTURE BUDGET ISSUES**

The future expansion of highway 183 poses an income threat to the business corridor of the City. This new highway expansion will commit a strain on the business community thereby limiting sales tax and permit revenues. This will be a major focus/concern we will face over the next few years. General Government income levels will be reduced thereby causing the city to use creative means to diversify its revenue structure to make up the difference, or reduce future operations, including but not limited to, staffing. Additionally, as technology continues to improve, the Finance department will have to focus on investing in new software that will address the inefficiencies of the existing product plus redirect staff in a more productive capacity.



City of Bedford  
Program Summary  
FY 2011-2012

**DEPARTMENT**

Administrative Services

**DIVISION**

Water/Sewer - Accounting

**EXPENDITURE SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 115,318
Supplies	-	-	-	-	250
Maintenance	-	-	-	-	-
Contractual Services	-	-	-	-	2,910
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 118,478</b>

**PERSONNEL SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Accountant	0.00	0.00	0.00	0.00	1.00
Accounting Clerk II	0.00	0.00	0.00	0.00	1.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

Water/Sewer - Accounting (Newly created Division for FY12)	\$ 118,478
Previously reported within Customer Service	-
	-
	<u>\$ 118,478</u>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Water/Sewer - Customer Service

**PROGRAM DESCRIPTION**

This division oversees all aspects of the Customer Service Center, utility billing, vital statistics and issuance of various types of permits. Customer Service Representatives handle all inquiries, complaints, and maintenance requests identified by the citizens of Bedford as well as the general public.

**GOALS AND OBJECTIVES**

To oversee the operations of the joint Customer Service Center.

To arrange attendance in training seminars to improve service skills for customer service personnel.

To improve telephone skills needed in handling customer complaints and inquiries.

To improve coordination between supply and distribution departments in resolving complaints issues.

**FUTURE BUDGET ISSUES**

Increasing cost from the wholesale water and wastewater provider (TRA) is causing the city to reevaluate its rate structure. After consecutive years of rate increases, the City's customer base is looking for us to cap rising costs from spreading to them. Therefore, the need to restructure rates will be of the utmost importance moving forward.



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Water/Sewer - Customer Service

**EXPENDITURE SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Personnel Services	\$ 484,391	\$ 485,252	\$ 476,579	\$ 475,695	\$ 292,722
Supplies	82,998	80,718	86,980	81,805	84,137
Maintenance	2,459	327	-	-	-
Contractual Services	250,859	280,725	267,212	279,485	262,417
Utilities	24,645	24,921	24,580	27,208	28,089
Sundry	-	-	-	-	-
Capital Outlay	-	3,857	-	-	-
<b>TOTAL</b>	<b>\$ 845,352</b>	<b>\$ 875,800</b>	<b>\$ 855,351</b>	<b>\$ 864,193</b>	<b>\$ 667,365</b>

**PERSONNEL SUMMARY**

	ACTUAL 08/09	ACTUAL 09/10	BUDGET 10/11	PROJECTED 10/11	PROPOSED 11/12
Customer Service Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Accounting Clerk	1.00	1.00	1.00	1.00	1.00
Customer Service Rep II	1.00	1.00	1.00	1.00	1.00
Customer Service Rep I	4.00	3.00	3.00	3.00	3.00
Accountant	1.00	1.00	1.00	1.00	0.00
Accounting Clerk II	1.00	1.00	1.00	1.00	0.00
Risk Manager	1.00	1.00	0.00	0.00	0.00
Risk Manager/Contract Specialist	0.00	0.00	1.00	1.00	0.00
<b>TOTAL</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>6.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

Moved 2.00 FTE staff & postage expenses from Water/Sewer - Customer Service Division to newly created Division Water/Sewer - Accounting	\$ (118,478)
Moved 1.00 FTE staff & Supplies expenses from Water/Sewer - Customer Service Division to newly created Division Risk Management under Support Services.	(67,931)
	<u><u>\$ (186,409)</u></u>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Water/Sewer - Non-Departmental

**PROGRAM DESCRIPTION**

The non-departmental budget is designed to provide a means to budget expenditures that are typically not charged to individual operating departments. The Administrative Services Department is responsible for managing the budget and monitoring the expenditures. In this division, a few of the significant items that compose the budget are debt service payments for long term obligations of the Water/Sewer Fund, transfers to the General Fund to compensate for indirect costs that are incurred by the General Fund on behalf of the Water and Sewer Fund, payment in lieu of taxes, and franchise fees.

**GOALS AND OBJECTIVES**

**FUTURE BUDGET ISSUES**





**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Water/Sewer - Non-Deptmental

**EXPENDITURE SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	10,245	10,245	10,245
Contractual Services	89,011	117,496	101,325	150,560	155,250
Utilities	-	-	-	-	-
Sundry	3,379,023	3,196,265	2,712,705	2,712,705	3,025,106
Capital Outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,468,034</b>	<b>\$ 3,313,761</b>	<b>\$ 2,824,275</b>	<b>\$ 2,873,510</b>	<b>\$ 3,190,601</b>

**PERSONNEL SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

Debt service increased	\$ 312,401
	-
	<u><u>\$ 312,401</u></u>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Court Security

**PROGRAM DESCRIPTION**

The Court Security Fund is designed to provide protection to the Municipal Court Judge, Court personnel, and defendants. The Bailiffs will monitor the security system which each person who enters the courtroom must pass through. In addition, a Bailiff will be able to remain in the courtroom during court sessions. Funding for this program is provided by a fee assessed with each citation. This division covers a portion of the cost of two Warrant Officer/Bailiffs who are budgeted in the Municipal Court Division. This also provides for the purchase of security equipment for court offices and court security equipment.

**GOALS AND OBJECTIVES**

To enhance security and confidentiality of cases and corresponding records.  
To provide search procedures for concealed weapons.  
To retain a Bailiff in the courtroom during court sessions at all times.  
Reduce liability to the City due to enhanced security measures.

**FUTURE BUDGET ISSUES**

The consequences for not funding this budget would be detrimental because it would not allow the Municipal Court to utilize a bailiff during court dockets, trials, and to provide security for the safety and integrity of the Court.



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Court Security

**EXPENDITURE SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	-	-	-	-	-
<b>Maintenance</b>	-	-	-	-	-
<b>Contractual Services</b>	-	-	-	-	-
<b>Utilities</b>	-	-	-	-	-
<b>Sundry</b>	21,851	28,682	35,000	35,066	30,000
<b>Capital Outlay</b>	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 21,851</b>	<b>\$ 28,682</b>	<b>\$ 35,000</b>	<b>\$ 35,066</b>	<b>\$ 30,000</b>

**PERSONNEL SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

\$	-
-	-
-	-
<b>\$</b>	<b>-</b>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Court Technology

**PROGRAM DESCRIPTION**

The Court Technology Fund is designed to provide funding for the purchase of technological enhancements for the Municipal Court including: computer systems, computer networks, computer hardware and software, imaging systems, replacement computers, printers, other equipment currently in use in the Municipal Court, or docket management systems. Funding for this program is provided by a fee of \$4.00 assessed with each citation collected from the defendant upon conviction for a misdemeanor offense in the Municipal Court as a cost of court.

**GOALS AND OBJECTIVES**

To provide technological upgrades to make the Municipal Court more efficient and more effective.

**FUTURE BUDGET ISSUES**

Consequences of not funding the Court Technology Fund would result in the Municipal Court not having the ability to fund potential maintenance breakdown and technical support and outdated equipment, hardware, and software which would result in not meeting the needs of the community. Another concern is not meeting the public needs for the funding of the Court Technology Fund due to not enough revenue being generated by issued and paid citations.



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Court Technology

**EXPENDITURE SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	-	510	2,070	2,270	6,100
<b>Maintenance</b>	597	600	500	725	600
<b>Contractual Services</b>	-	6,848	10,840	10,840	10,840
<b>Utilities</b>	-	-	-	-	-
<b>Sundry</b>	-	-	-	-	-
<b>Capital Outlay</b>	14,059	44,967	56,252	53,019	35,140
<b>TOTAL</b>	<b>\$ 14,656</b>	<b>\$ 52,925</b>	<b>\$ 69,662</b>	<b>\$ 66,854</b>	<b>\$ 52,680</b>

**PERSONNEL SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

\$	-
-	-
-	-
<u>\$</u>	<u>-</u>



**City of Bedford  
Program Summary  
FY 2011-2012**

**DEPARTMENT**

Administrative Services

**DIVISION**

Debt Service

**PROGRAM DESCRIPTION**

The Administrative Services Department is responsible for oversight and management of the Debt Service Fund. This fund is utilized to manage all aspects of payment of long term general obligation debt. The Finance Division is responsible for the oversight and management of the City's assets.

**GOALS AND OBJECTIVES**

To ensure that all debt service and interest payments are made on time and in the correct amount. Debt payments are made on an annual basis occurring in February. Interest payments are made semi-annually occurring in February and August respectively.

**FUTURE BUDGET ISSUES**

With the expansion of 183, and future taxes collected from businesses along the highway that will either be shut down or moved to a different location will impact the overall revenue the city normally collects. This will be a major focus/concern we will face over the next few years. All funds for payment of long term debt obligations are receipted into this fund and disbursements are made to the appropriate paying agents.



City of Bedford  
Program Summary  
FY 2011-2012

**DEPARTMENT**

Administrative Services

**DIVISION**

Debt Service

**EXPENDITURE SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	14,362	12,969	13,800	13,800	13,800
Utilities	-	-	-	-	-
Debt/Transfer	6,399,543	6,388,238	6,736,431	6,736,431	6,625,079
Capital Outlay	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,413,905</b>	<b>\$ 6,401,207</b>	<b>\$ 6,750,231</b>	<b>\$ 6,750,231</b>	<b>\$ 6,638,879</b>

**PERSONNEL SUMMARY**

	<b>ACTUAL 08/09</b>	<b>ACTUAL 09/10</b>	<b>BUDGET 10/11</b>	<b>PROJECTED 10/11</b>	<b>PROPOSED 11/12</b>
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SIGNIFICANT CHANGES FROM BUDGET 10/11 TO PROPOSED 11/12**

\$	-
	-
	-
<b>\$</b>	<b>-</b>

